

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

4 August 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (2-70)

DATES 14-19 September 1969 (Sunday
afternoon-Friday afternoon)

LOCATION

25X1A

OBJECTIVES

To increase individual effective-
ness on the job by providing
better understanding of planning
as a managerial skill and familiari-
zation with the Agency's overall
planning system.

FOR

Unit chiefs who have a need for
better understanding of planning
methods and processes.

Staff officers who provide planning
support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION

A one-week, residence (full-time)
course which provides a systematic
framework for managerial planning,
identifies and analyzes basic
styles of planning, covers selected
techniques useful in planning,
and provides an orientation on
the Agency's overall PPR system.

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This course features active
learning through pre-course work,
team problem-solving, and case study.
Formal lectures are kept at a minimum.

(Over, please)

This document is part of an integrated
file. If separated from the file it must be
subjected to individual review.

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GROUP 1
Excluded from automatic
downgrading and declassification

PRECOURSE WORK Approximately 20 hours. Material to be sent out on or about Wednesday, 27 August 1969.

REGISTRATION Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by Wednesday, 20 August 1969. No substitutions to be made after that date because of extensive precourse work requirements.

TRAVEL ORDERS AND COST Responsibility of participating office.

ADDITIONAL INFORMATION On course content, call extension [REDACTED] On registration, extension [REDACTED]

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